

ANNUAL SALARY

\$132,916–\$201,179 (R16). The successful candidate may be appointed to any salary within the range, depending on qualifications. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).

SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted on the resume and supplemental questionnaire to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the County Librarian for consideration.

This announcement may be downloaded from the County of Los Angeles Website at:

<http://hr.lacounty.gov>

The County of Los Angeles is an
Active Equal Opportunity Employer



Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper, attached to your resume. This page will be removed from your resume when it is received. This information will be kept confidential and utilized solely for required statistical purposes.

Electronic submittals are strongly preferred and should be submitted to:

ExecutiveRecruitment@hr.lacounty.gov

Please indicate the position title of **Chief Deputy County Librarian** in the subject line of your e-mail.

Confidential inquiries are welcomed and should be directed to:

PENNY TORRES

Department of Human Resources
Executive Services Division
Kenneth Hahn Hall of Administration
500 West Temple Street – Room 555
Los Angeles, CA 90012
Telephone: (213) 893-9770
Fax: (213) 613-4773

Recruitment Services provided by



THE COUNTY OF LOS ANGELES INVITES RESUMES FOR CHIEF DEPUTY COUNTY LIBRARIAN (UNCLASSIFIED) (RESTRICTED TO EMPLOYEES OF THE PUBLIC LIBRARY)



**FILING PERIOD
OCTOBER 17, 2012 – OCTOBER 24, 2012**

THE DEPARTMENT

The County of Los Angeles Public Library was established in 1912 under authority of the County Free Library Act. The Library is a special fund department operating under the authority of the County Board of Supervisors. Today it is one of the major libraries of our nation, and provides library service to over 3.5 million residents living in unincorporated areas and to residents of 51 of the 88 incorporated cities of Los Angeles County. The service area extends over 3,000 square miles. Supplementing the 7.5 million volume book collection, the Library also offers magazines, newspapers, government publications and many specialized materials including online databases.



THE POSITION

This one unclassified position is distinguished by its executive and administrative responsibility for assisting the County Librarian in all aspects of the management of the Department.

EXAMPLES OF DUTIES:

- Assists in planning, organizing and directing the administrative and program operations in the department, including formulating Departmental policy, directing its execution and evaluating work accomplishments.
- Assists in all aspects of intergovernmental relations by establishing and maintaining an effective working relationship with the Board offices, County departments, and other governmental agencies.
- Assists in the integration of operations between major service components of the Department with cities and other public and private entities to enhance efficiency and service quality.
- Assists in the formulation and implementation of the Department's vision, mission and strategic plan; provides leadership to management staff and works in a team environment to meet short and long term departmental goals, including those mandated by the Board of Supervisors.
- Assists in legislative advocacy at the federal, state and local levels; participates in civic and governmental activities to influence legislative and regulatory change consistent with the Library's interests and needs; and represents the Library with other public agencies, professional organizations and elected officials.
- Assists in planning, directing and managing an effective public relations program.
- Manages and/or carries out major projects, special assignments or investigations, which may be confidential; may coordinate and supervise the work of others who assist in such activities.
- Serves as the Director's chief liaison with the Library Commission, Library Foundation, Friends groups and other library support groups.
- Plans and coordinates special projects as assigned.
- Acts as Department Head in the absence of the County Librarian.

QUALIFYING EXPERIENCE

Five years' experience managing, through subordinate managers, a major segment of the Public Library; Two years must have been at the level of Assistant Director.

License: A valid California Class "C" driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS

- Extensive experience as professional librarian managing a multi-branch library system within an urban or suburban setting.
- Experience working in a political environment with public officials and agencies, legislative bodies, diverse community groups, private and non-profit agencies, departmental patrons and other stakeholders.
- Strong writing, communication and presentation skills.
- Demonstrated knowledge of financial, human resources, labor and employee relations needs of a multi-branch library system.
- Ability to accomplish objectives through others by setting goals, delegating responsibilities, monitoring progress, rewarding success, and holding subordinates responsible for achievement.
- Experience in legislative advocacy, including the ability to understand, interpret, explain and apply Library, state and federal laws, policy, regulation and court decisions governing the department.
- Knowledge of contract management, marketing, revenue generation and/or grant proposals.
- Master's in Library Science, Public Administration, or in Business Administration.

TO BE CONSIDERED

Highly qualified candidates are invited to submit a statement of interest, comprehensive resume detailing their education completed, positions held, current salary, professional qualifications and accomplishments.

Submission should include ALL of the following:

- Candidate's ability to meet the requirements as stated in the Qualifying Experience and Desirable Qualifications sections of this recruitment.
- Names of schools, colleges and universities attended, dates attended, degrees earned, and field of study.
- Verification of degree(s), licenses and certificates.